



## Finance

### Department Summary

#### Department Overview

The Finance Division manages the financial planning and accounting for the City, including revenue forecasting and expenditure control. The department also provides payroll services, purchasing, accounts payable, business license, and administration of the City's outstanding debt obligations, and acts in a fiduciary capacity for assessment districts. The department assists the City Manager in the preparation of the Annual Program Performance Budget, invests City funds for both short and long-term purposes, and provides cash management services for the City in support of the elected City Treasurer. The department is also responsible for the completion of the annual audit of all City funds, and related compliance audits for gas tax, single audit federal funds, Measure B, and the coordination of audits of the City's component units - Alameda Municipal Power (AMP) and Housing Authority (HA), under the auspices of the elected City Auditor.

#### Goals

- Manage the financial resources of the City, consistent with financial policies and budget principles established by the City Council.
- Provide accurate and timely budget and financial reports to City departments to assist in meeting departmental missions.
- Ensure sound budget and expenditure control oversight and reporting of the City's funds to protect the fiduciary interest of the community.
- Administer all City expenditures in conformance with municipal code requirements for processing contracts and payables.
- Establish sound and productive working relationships with the City's elected Treasurer and Auditor, as required by City Charter.

#### Workplan Highlights

- In FY10-11, the Finance Division worked in conjunction with the City Manager's Office to redesign the City's budget document in accordance with standards established by the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA).
- The department redesigned the quarterly financial and investment reports presented to the City Council to provide information needed for effective analysis of the City's financials and investments in a more user friendly manner.
- The Finance Division revised and expanded quarterly sales tax reports to provide more information regarding sales by geographic area and sales tax leakage by major industry.
- In FY10-11, the Finance Department supported the Police Department in transitioning the Parking Citations program to a contracted service.
- The Finance Department worked with the Fire Department to integrate the Fire Telestaff system into the City's financial system for payroll processing.
- The Finance Department worked with the City Treasurer and independent investment firms to redesign the City's investment policies in accordance with the United States and Canada Treasurer's Association (USCTC).



# Finance

## Department Summary

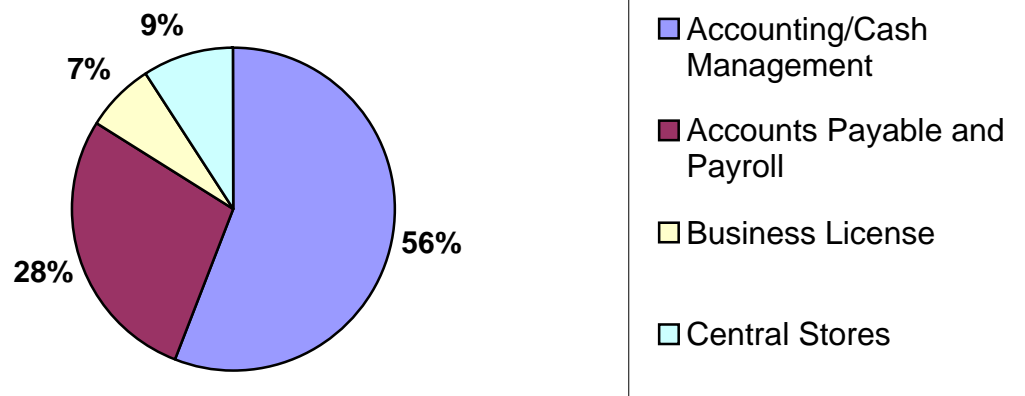
### Mission Statement

Provide professional financial and accounting information support to City departments to facilitate fiscal and organizational decisions by departments in achieving their goals and objectives.

### Expenditure Summary by Program

<b><i>Program Name</i></b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Projected</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Forecast</b>
Accounting/Cash Management	\$ 1,446,364	\$ 1,440,385	\$ 1,216,450	\$ 1,237,660
Accounts Payable and Payroll	299,412	303,565	608,486	621,449
Business License	96,509	94,710	148,370	151,465
Central Stores	163,880	198,615	201,500	209,780
<b>Total Program Budget</b>	<b>\$ 2,006,165</b>	<b>\$ 2,037,275</b>	<b>\$ 2,174,806</b>	<b>\$ 2,220,354</b>
<b>Less: Program Revenues *</b>	<b>235,514</b>	<b>251,415</b>	<b>346,945</b>	<b>353,490</b>
<b>Net Program Budget</b>	<b>\$ 1,770,651</b>	<b>\$ 1,785,860</b>	<b>\$ 1,827,861</b>	<b>\$ 1,866,864</b>
<b>Cost Recovery % **</b>	<b>12%</b>	<b>12%</b>	<b>16%</b>	<b>16%</b>

### Department FY 11-12 Expenditures by Division



\* Does not include Business License Taxes, which are included as part of the City's general revenues

\*\* Includes cost allocation of charges to other City programs



# Finance

## Department Summary

### Expenditure Summary by Category

<b><u>Expenditure Category</u></b>	<b><u>FY 09-10 Actual</u></b>	<b><u>FY 10-11 Projected</u></b>	<b><u>FY 11-12 Budget</u></b>	<b><u>FY 12-13 Forecast</u></b>
Personnel Services	\$ 1,317,515	\$ 1,289,695	\$ 1,395,911	\$ 1,442,504
Contractual Services	356,872	398,765	402,040	392,370
Materials & Supplies	168,914	213,310	229,805	238,375
Capital Outlay	-	9,955	21,500	21,555
Fixed Charges	162,864	125,550	125,550	125,550
<b>Total Program Budget</b>	<b>\$ 2,006,165</b>	<b>\$ 2,037,275</b>	<b>\$ 2,174,806</b>	<b>\$ 2,220,354</b>
<b>Less: Program Revenues</b>	<b>235,514</b>	<b>251,415</b>	<b>346,945</b>	<b>353,490</b>
<b>Net Program Budget</b>	<b>\$ 1,770,651</b>	<b>\$ 1,785,860</b>	<b>\$ 1,827,861</b>	<b>\$ 1,866,864</b>

### Personnel Summary

	<b><u>FY 09-10 Actual</u></b>	<b><u>FY 10-11 Projected</u></b>	<b><u>FY 11-12 Budget</u></b>	<b><u>FY 12-13 Forecast</u></b>
City Auditor	Elected	Elected	Elected	Elected
City Treasurer	Elected	Elected	Elected	Elected
Finance Director	1.00	0.00	0.00	0.00
Controller	0.00	1.00	1.00	1.00
Supervising Accountant	2.00	1.00	1.00	1.00
Payables and Payroll Coordinator	1.00	1.00	1.00	1.00
Accountant II	2.00	2.00	2.00	2.00
Administrative Technician III	2.00	2.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00	1.00
Senior Account Clerk	4.00	4.00	4.00	4.00
Executive Assistant	1.00	-	-	-
<b>Total</b>	<b>14.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

### Fund Summary

<b>Program Budget by Fund</b>				
General Fund	\$ 1,842,285	\$ 1,838,660	\$ 1,973,306	\$ 2,010,574
Central Stores Internal Service Fund	163,880	198,615	201,500	209,780
<b>Net Program Budget by Fund</b>				
General Fund	1,757,316	1,785,860	1,830,506	1,867,774
Central Stores Internal Service Fund	13,335	-	(2,645)	(910)



## Finance

### Accounting/Cash Management

#### Program Description

The Accounting/Cash Management Program's responsibilities include accounting, financial reporting, fixed asset management, debt service administration, and audits of all City funds. The City Auditor, who is elected to a four-year term, works with the City's independent auditor to complete an independent audit of all funds, annually, as well as special audits as required by State law. This program also manages the investment portfolio of the City through the use of two third-party investment firms, in conformance with state and local ordinances. The investments are performed in cooperation with the City Treasurer, who is elected to a four-year term.

#### Key Objectives

1. Provide monthly revenue and expenditure information to all departments by the middle of the following month.
2. Prepare quarterly and mid-year financial reports, investment reports and sales tax reports for the City Manager and the City Council.
3. Complete annual audits for the City, Community Improvement Commission, and Alameda Reuse and Redevelopment Authority by December 31<sup>st</sup>, in accordance with standards established by the Governmental Accounting Standards Board (GASB) and Government Finance Officers Association (GFOA).
4. Monitor and record debt service activity, and reconcile with trustee statements monthly.
5. Update Master Fee Resolution annually.
6. Apply for the GFOA's award for "Excellence in Financial Reporting" for the FY10-11 Comprehensive Annual Financial Report.
7. Update the City's investment policy annually in accordance with standards established by the California Debt and Investment Advisory Commission (CDIAC) and the United States and Canada Treasurer's Association (USCTA).
8. Initiate property tax and quarterly reports in FY10-11.

#### Budget Highlights and Significant Proposed Changes

- Implement new "Cloud"-based version of existing Sungard/Pentamation accounting system to address recommendations made by the City's independent financial auditors.
- Prepare an in-house fee study and cost allocation plan and incorporate into the FY12-13 budget, resulting in \$75,000 in savings in contractual services for FY11-12.
- Budget also includes \$10,000 of additional proposed budget savings for both FY11-12 (Controller to reallocate a portion of time to Sewer fund related to proposed debt financing) and FY12-13 (additional contractual services reductions).

#### Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Journal entries processed	1	1,300	1,300	1,300	1,300
Bond issues monitored	4	13	13	13	13
Receipts recorded monthly	1	450	450	450	450



## Finance

### Accounting / Cash Management (2410)

Funding Sources:

General Fund (001)

#### Summary of Expenditures and Revenues

<b><u>Expenditure Category</u></b>	<b><u>FY09-10 Actual</u></b>	<b><u>FY10-11 Projected</u></b>	<b><u>FY11-12 Budget</u></b>	<b><u>FY12-13 Forecast</u></b>
Personnel Services	\$ 946,029	\$ 926,240	\$ 704,965	\$ 735,185
Contractual Services	342,531	381,540	382,765	372,500
Materials & Supplies	23,116	36,305	38,680	39,905
Capital Outlay	-	7,260	1,000	1,030
Fixed Charges	134,688	89,040	89,040	89,040
<b>Total Program Budget</b>	<b>\$ 1,446,364</b>	<b>\$ 1,440,385</b>	<b>\$ 1,216,450</b>	<b>\$ 1,237,660</b>
<b>Less: Program Revenues</b>	<b>84,079</b>	<b>51,800</b>	<b>51,800</b>	<b>51,800</b>
<b>Net Program Budget</b>	<b>\$ 1,362,285</b>	<b>\$ 1,388,585</b>	<b>\$ 1,164,650</b>	<b>\$ 1,185,860</b>

#### Personnel Summary

<b><u>Position</u></b>	<b><u>FY09-10 Actual</u></b>	<b><u>FY10-11 Projected</u></b>	<b><u>FY11-12 Budget</u></b>	<b><u>FY12-13 Forecast</u></b>
City Auditor	Elected	Elected	Elected	Elected
City Treasurer	Elected	Elected	Elected	Elected
Finance Director	1.00	-	-	-
Controller	-	1.00	0.50	0.50
Supervising Accountant	1.00	1.00	0.90	0.90
Accountant II	2.00	2.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>	<b>5.40</b>	<b>5.40</b>



## Finance

### Accounts Payable/Payroll

#### Program Description

The Accounts Payable/Payroll Program's responsibilities include accounts payable and payroll in compliance with City ordinance and department policies. This program oversees and enforces City purchasing, travel, vehicle, and credit card policies. This program also oversees the mail services division of the Finance Department.

#### Key Objectives

1. Process accounts payable invoices within 30 days of receipt 99% of the time.
2. Update the City's purchasing policy and procedures manual.
3. Issue 1099s and W-2s by January 31.
4. Implement new CalPERS reporting system.
5. Develop written procedure manuals for each program function.

#### Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

#### Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Payroll checks issued		22,451	22,500	22,000	22,000
Accounts payable checks issued	1	11,800	11,850	11,850	11,850
W-2's issued	3	1,120	1,108	1,075	1,075
1099s issued	3	230	225	225	225
Purchase orders issued		3,100	3,150	3,150	3,150



## Finance

### Accounts Payable and Payroll (2420)

Funding Sources:

General Fund (001)

#### Summary of Expenditures and Revenues

<b><u>Expenditure Category</u></b>	<b><u>FY09-10 Actual</u></b>	<b><u>FY10-11 Projected</u></b>	<b><u>FY11-12 Budget</u></b>	<b><u>FY12-13 Forecast</u></b>
Personnel Services	\$ 261,683	\$ 257,675	\$ 557,131	\$ 569,529
Contractual Services	848	1,430	3,000	3,100
Materials & Supplies	11,081	10,330	14,225	14,690
Fixed Charges	25,800	34,130	34,130	34,130
<b>Total Program Budget</b>	<b>\$ 299,412</b>	<b>\$ 303,565</b>	<b>\$ 608,486</b>	<b>\$ 621,449</b>
<b>Less: Program Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Program Budget</b>	<b>\$ 299,412</b>	<b>\$ 303,565</b>	<b>\$ 608,486</b>	<b>\$ 621,449</b>

#### Personnel Summary

<b><u>Position</u></b>	<b><u>FY09-10 Actual</u></b>	<b><u>FY10-11 Projected</u></b>	<b><u>FY11-12 Budget</u></b>	<b><u>FY12-13 Forecast</u></b>
Controller	-	-	0.45	0.45
Payables and Payroll Coordinator	1.00	1.00	1.00	1.00
Administrative Technician III	2.00	2.00	2.00	2.00
Senior Account Clerk	2.00	2.00	2.00	2.00
<b>Totals</b>	<b>5.00</b>	<b>5.00</b>	<b>5.45</b>	<b>5.45</b>



# Finance

## Business License

### Program Description

The Business License program's primary responsibility is to ensure that businesses and companies located in and/or doing business in Alameda have a current business license. The division processes renewal notices for current business licenses, and issues new and renewed licenses as necessary, in accordance with the City's business license ordinance. Business license inspection and compliance is addressed on a complaint basis through non-judicial compliance.

### Key Objectives

1. Issue renewal notices by May 15<sup>th</sup>.
2. Issue renewed business licenses within 15 days of application receipt, 99% of the time.
3. Place delinquent business licenses on the tax role by August 10<sup>th</sup> of each year.

### Budget Highlights and Significant Proposed Changes

- A third-party independent audit will be conducted during FY 11-12 to uncover unlicensed firms that are conducting business within the City limits.
- A new business license system will be implemented during FY 11-12, which will allow customers to apply for and renew their licenses online.
- Proposed revenues for FY 11-12 and FY 12-13 include a proposed \$5 technology fee to be assessed for all business licenses, to recover costs related to operating the business license software system.

### Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Business licenses issued	2	8,800	8,500	8,500	8,500
Renewal notices mailed	1	8,300	8,000	8,000	8,000





# Finance

## Business License (2450)

Funding Sources:

General Fund (001)

### Summary of Expenditures and Revenues

	<b>FY09-10 Actual</b>	<b>FY10-11 Projected</b>	<b>FY11-12 Budget</b>	<b>FY12-13 Forecast</b>
<b><u>Expenditure Category</u></b>				
Personnel Services	\$ 73,828	\$ 69,695	\$ 99,295	\$ 101,540
Contractual Services	2,198	2,700	2,785	2,870
Materials & Supplies	18,107	19,935	23,910	24,675
Capital Outlay	-	-	20,000	20,000
Fixed Charges	2,376	2,380	2,380	2,380
<b>Total Program Budget</b>	<b>\$ 96,509</b>	<b>\$ 94,710</b>	<b>\$ 148,370</b>	<b>\$ 151,465</b>
<b>Less: Program Revenues *</b>	890	1,000	91,000	91,000
<b>Net Program Budget</b>	<b>\$ 95,619</b>	<b>\$ 93,710</b>	<b>\$ 57,370</b>	<b>\$ 60,465</b>

### Personnel Summary

	<b>FY09-10 Actual</b>	<b>FY10-11 Projected</b>	<b>FY11-12 Budget</b>	<b>FY12-13 Forecast</b>
<b><u>Position</u></b>				
Controller	-	-	0.05	0.05
Supervising Accountant	-	-	0.10	0.10
Senior Account Clerk	1.00	1.00	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>	<b>1.15</b>	<b>1.15</b>

\* Does not include Business License Taxes, which are included as part of the City's general revenues



## Finance

### Central Services

#### Program Description

The Central Services program coordinates the purchase of commonly-used items and services to support the day-to-day needs of City departments, including paper stock, postage, stationery, and forms printing. Centralized purchasing of these types of items enables the City to take advantage of bulk pricing at the best available cost. This program also provides mail delivery services to all City departments.

#### Key Objectives

1. Strive to obtain the best possible pricing for various types of centrally purchased office supplies.
2. Continue to improve workflow between receiving departments and billing (Finance).
3. Provide timely and accurate distribution and processing of interoffice and external mail.

#### Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

#### Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Pieces of mail processed	3	137,170	139,000	139,000	139,000



## Finance

### Central Stores (07021)

Funding Sources:

Central Stores (702)

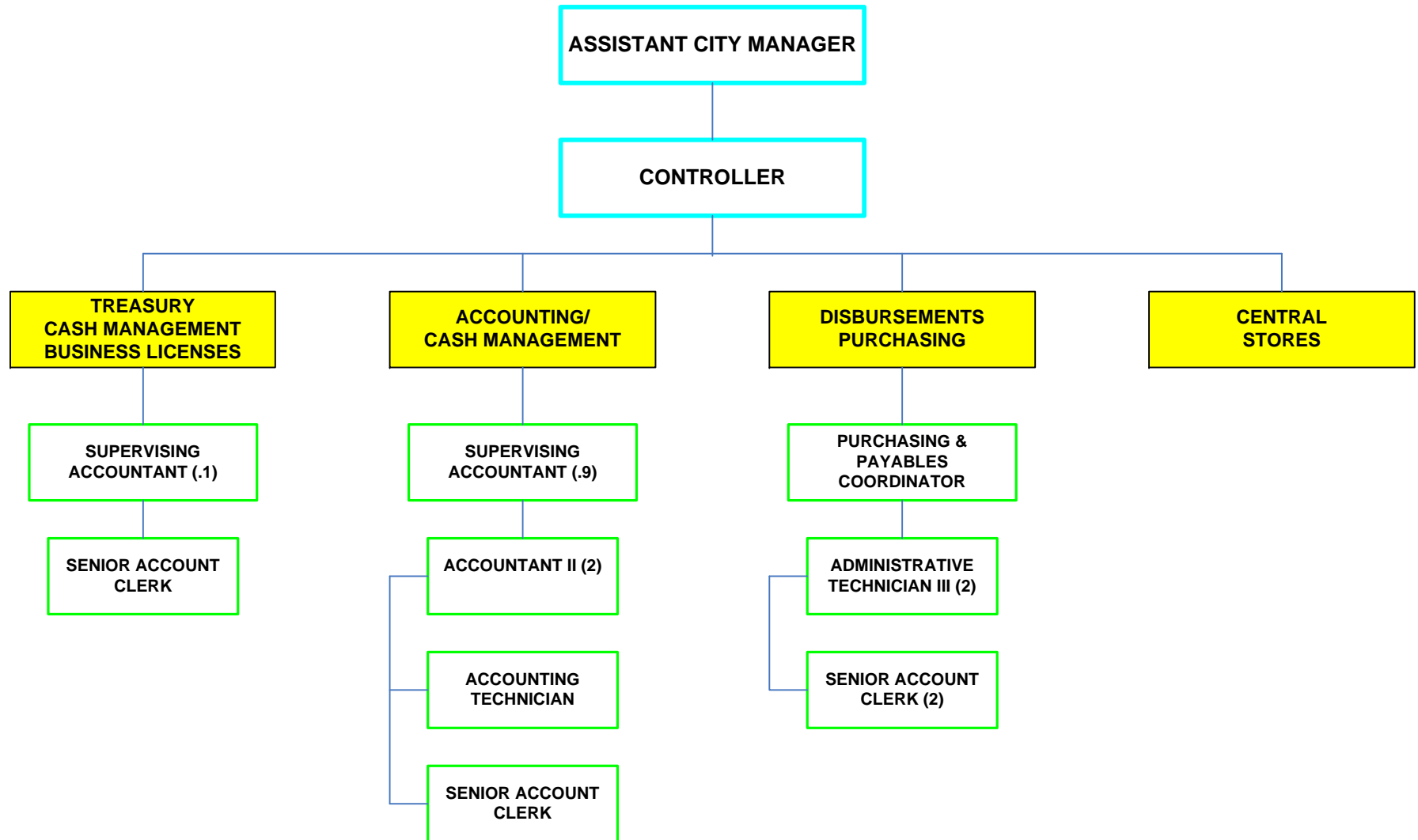
#### Summary of Expenditures and Revenues

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<b><u>Expenditure Category</u></b>				
Personnel Services	\$ 35,975	\$ 36,085	\$ 34,520	\$ 36,250
Contractual Services	11,295	13,095	13,490	13,900
Materials & Supplies	116,610	146,740	152,990	159,105
Capital Outlay	-	2,695	500	525
<b>Total Program Budget</b>	<b>\$ 163,880</b>	<b>\$ 198,615</b>	<b>\$ 201,500</b>	<b>\$ 209,780</b>
<b>Less: Program Revenues</b>	<b>150,545</b>	<b>198,615</b>	<b>204,145</b>	<b>210,690</b>
<b>Net Program Budget</b>	<b>\$ 13,335</b>	<b>\$ -</b>	<b>\$ (2,645)</b>	<b>\$ (910)</b>

#### Personnel Summary

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<b><u>Position</u></b>				
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Finance





# Human Resources

## Department Summary

### Department Overview

The Human Resources Department plays a critical role in ensuring that City departments have qualified staff to successfully achieve each department's mission. The Human Resources Department administers the labor relations, classification and compensation, employee benefits, and employment services programs. The Department provides policy direction and acts as an internal consultant on human resources-related issues; implements and manages the attraction and selection of City employees; maintains an equitable and competitive salary and benefits structure; designs and administers the employee benefits packages; coordinates required training programs for City employees; and strives to promote and maintain a positive labor relations climate between the employee bargaining units and the City.

### Goals

- Assist the Executive Management Team to plan, manage, and coordinate changes to the City organization that make it more adaptable to changing circumstances, operationally efficient, and fiscally healthy.
- Provide excellent and responsive customer service to City departments in meeting the challenges and demands of reorganization and workforce planning.
- Conduct and complete negotiations for fiscally responsible successor agreements with labor organizations whose contracts have or will soon expire.
- Ensure the competitiveness of the City for attraction and retention purposes through the continuous review of classification and compensation data with appropriate external benchmarks.
- Review requirements of federal and state mandates to ensure that the City is in compliance.

### Workplan Highlights

- Successfully negotiated fiscally responsible successor agreements with several City bargaining units.
- Reduced expenditures for Group Life insurance by 11% and Long-Term Disability by 4.8% for calendar year 2011.
- Added an optional Vision plan, administered by Vision Service Plan, to the benefit offerings for full-time employees.
- Initiated a retroactive five and one-half years review of overtime paid in the Fire Department.
- Coordinated bargaining unit settlement payments.
- Developed and implemented hiring and employment processes and standards for the U.S. Department of Homeland Security, Federal Emergency Management Agency, Staffing for Adequate Fire and Emergency Response Grants (SAFER) Grant.
- Coordinated and/or conducted numerous sensitive and complex administrative investigations and litigation-related special studies.
- Converted to a web-based applicant tracking system, greatly reducing costs and improving the efficiency of the recruitment workflow.
- Executed work space reconfiguration and organization of current and archival records storage.



# Human Resources Department Summary

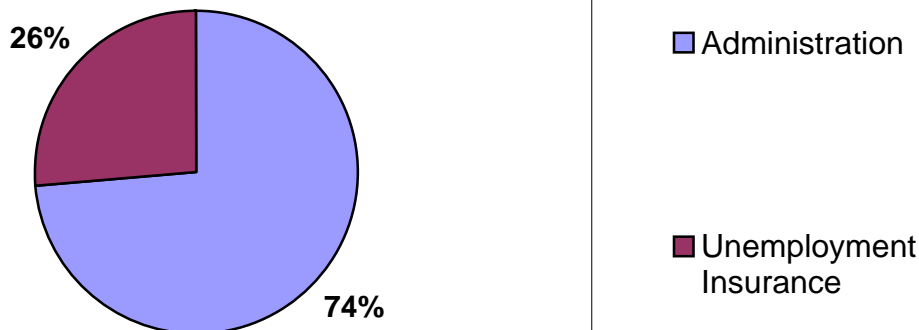
## Mission Statement

To develop and implement effective human resource management strategies and programs to attract, develop, and retain employees who are empowered to deliver quality municipal services to the community.

## Expenditure Summary by Program

<b><u>Program Name</u></b>	<b><u>FY 09-10 Actual</u></b>	<b><u>FY 10-11 Projected</u></b>	<b><u>FY 11-12 Budget</u></b>	<b><u>FY 12-13 Forecast</u></b>
Administration	\$ 1,101,157	\$ 1,096,400	\$ 1,199,405	\$ 1,211,964
Unemployment Insurance	269,723	149,160	427,270	427,270
<b>Total Program Budget</b>	<b>\$ 1,370,880</b>	<b>\$ 1,245,560</b>	<b>\$ 1,626,675</b>	<b>\$ 1,639,234</b>
<b>Less: Program Revenues</b>	<b>413,133</b>	<b>416,040</b>	<b>416,040</b>	<b>416,040</b>
<b>Net Program Budget</b>	<b>\$ 957,747</b>	<b>\$ 829,520</b>	<b>\$ 1,210,635</b>	<b>\$ 1,223,194</b>
<b>Cost Recovery % *</b>	<b>30%</b>	<b>33%</b>	<b>26%</b>	<b>25%</b>

## Department FY 11-12 Expenditures by Division



\* Includes cost allocation of charges to other City programs



# Human Resources

## Department Summary

### Expenditure Summary by Category

<b><u>Expenditure Category</u></b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Projected</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Forecast</b>
Personnel Services	\$ 1,162,752	\$ 1,016,345	\$ 1,451,585	\$ 1,464,744
Contractual Services	99,179	99,020	58,970	58,670
Materials & Supplies	14,377	35,655	21,580	21,280
Fixed Charges	94,572	94,540	94,540	94,540
<b>Total Program Budget</b>	<b>\$ 1,370,880</b>	<b>\$ 1,245,560</b>	<b>\$ 1,626,675</b>	<b>\$ 1,639,234</b>
<b>Less: Program Revenues</b>	<b>413,133</b>	<b>416,040</b>	<b>416,040</b>	<b>416,040</b>
<b>Net Program Budget</b>	<b>\$ 957,747</b>	<b>\$ 829,520</b>	<b>\$ 1,210,635</b>	<b>\$ 1,223,194</b>

### Personnel Summary

<b><u>Division</u></b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Projected</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Forecast</b>
Human Resources Director	1.00	1.00	1.00	1.00
Senior Management Analyst	3.00	3.00	3.00	3.00
Administrative Management Analyst	1.00	1.00	1.00	1.00
Administrative Technician III	3.00	3.00	3.00	3.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

### Fund Summary

<b>Program Budget by Fund</b>				
General Fund	\$ 1,101,157	\$ 1,096,400	\$ 1,199,405	\$ 1,211,964
Unemployment Insurance	\$ 269,723	\$ 149,160	\$ 427,270	\$ 427,270
<b>Net Program Budget by Fund</b>				
General Fund	\$ 688,024	\$ 680,360	\$ 783,365	\$ 795,924
Unemployment Insurance	\$ 269,723	\$ 149,160	\$ 427,270	\$ 427,270



# Human Resources Administration

## Program Description

The Human Resources Administration program provides labor relations services for the City's eight bargaining units, which includes negotiation and administration of each Memorandum of Understanding (MOUs); administration of the City's classification and compensation systems, which includes conducting compensation analysis and reviewing and revising job specifications to ensure accurate reflection of duties; management of employee benefits in compliance with labor union agreements, legal requirements, and City policies; merit-based recruitment services to attract diverse and highly qualified applicants for the City; mandated training, including consultation with department managers on performance management, discipline; and maintaining employee records. The program also provides staff support to the Civil Service Board and Pension Board.

## Key Objectives

1. Negotiate successor agreements with bargaining units whose contracts have expired or are nearing expiration within established timelines and in accordance with City policy direction.
2. Integrate and implement the workforce changes to ensure compliance with the various Memoranda of Understanding.
3. Revise and update job specifications to reflect current City operating needs as required.
4. Provide and participate in recruitment and selection activities branding the City as an employer of choice.
5. Process employee benefits enrollments/changes accurately and in a timely manner.
6. Evaluate benefit options annually to ensure high quality programs and control cost.
7. Conduct required Sexual Harassment Awareness and Reasonable Suspicion training for supervisors and employees.
8. Maintain and supply accurate and accessible employment records.

## Budget Highlights and Significant Proposed Changes

- Includes a proposed reduction in materials, supplies and contract services of \$60,000 for FY 11-12 and FY 12-13 in comparison to the amount budgeted for FY10-11.

## Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
MOUs negotiated	1, 2	6	7	9	2
Job specifications updated	3	7	9	10	10
Recruitments conducted	4	5	35	15	15
Applications processed	4	150	3000	1200	1200
Benefit changes processed	5	1,100	1,100	1,000	1,000
Training classes held	7	5	8	7	7





## Human Resources Administration (2510)

Funding Sources:

General Fund (001)

### Summary of Expenditures and Revenues

	<b>FY09-10 Actual</b>	<b>FY10-11 Projected</b>	<b>FY11-12 Budget</b>	<b>FY12-13 Forecast</b>
<b><u>Expenditure Category</u></b>				
Personnel Services	\$ 894,524	\$ 868,805	\$ 1,025,935	\$ 1,039,094
Contractual Services	97,684	97,400	57,350	57,050
Materials & Supplies	14,377	35,655	21,580	21,280
Fixed Charges	94,572	94,540	94,540	94,540
<b>Total Program Budget</b>	<b>\$ 1,101,157</b>	<b>\$ 1,096,400</b>	<b>\$ 1,199,405</b>	<b>\$ 1,211,964</b>
<b>Less: Program Revenues *</b>	<b>413,133</b>	<b>416,040</b>	<b>416,040</b>	<b>416,040</b>
<b>Net Program Budget</b>	<b>\$ 688,024</b>	<b>\$ 680,360</b>	<b>\$ 783,365</b>	<b>\$ 795,924</b>

### Personnel Summary

	<b>FY09-10 Actual</b>	<b>FY10-11 Projected</b>	<b>FY11-12 Budget</b>	<b>FY12-13 Forecast</b>
<b><u>Position</u></b>				
Human Resources Director	1.00	1.00	1.00	1.00
Senior Management Analyst	3.00	3.00	3.00	3.00
Administrative Management Analyst	1.00	1.00	1.00	1.00
Administrative Technician III	3.00	3.00	3.00	3.00
<b>Totals</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

\* Represents cost reimbursements from Alameda Municipal Power and Alameda Housing Authority



# Human Resources

## Unemployment Insurance

### Program Description

The Unemployment Insurance program administers and monitors unemployment payments for qualified former City employees. Program expenses represent benefits to separated employees; therefore they are categorized as personnel expenses.

### Key Objectives

1. Provide accurate and timely information to the third-party administrator regarding employee information and reason for separation.
2. Minimize unemployment costs by providing documentation and support necessary to appeal unfavorable unemployment determinations.

### Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

### Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Number of unemployment claims	1, 2	70	40	60	60



# Human Resources

## Unemployment Insurance (07150)

Funding Sources: Unemployment Insurance (715)

### Summary of Expenditures and Revenues

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<b><u>Expenditure Category</u></b>				
Personnel Services	\$ 268,228	\$ 147,540	\$ 425,650	\$ 425,650
Contractual Services	1,495	1,620	1,620	1,620
<b>Total Program Budget</b>	<b>\$ 269,723</b>	<b>\$ 149,160</b>	<b>\$ 427,270</b>	<b>\$ 427,270</b>
<b>Less: Program Revenues *</b>	-	-	-	-
<b>Net Program Budget</b>	<b>\$ 269,723</b>	<b>\$ 149,160</b>	<b>\$ 427,270</b>	<b>\$ 427,270</b>

### Personnel Summary

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<b><u>Position</u></b>				
<b>Totals</b>	-	-	-	-

\* These activities are funded through operating transfers from the General Fund and other funds.

# Human Resources

